

## Answers to Questions submitted for RFP 043-20000000006

- Can you please clarify what you mean by providing the facility and the supplies and materials? Would this be up to the vendor to provide a location that the provider would perform services at?

This requirement means that the vendor is responsible for providing their own facility, office, location, etc. where the examinations and/or screenings will take place. Generally, ABPP and ADOC offices may not be used to provide these services. The vendor is also responsible for providing their own supplies and materials to include technology equipment, general office supplies, and any other materials needed to provide the services.

- Would you consider telehealth for this position?

ABPP and ADOC will consider the provision of services via telehealth, web-based platforms, etc. so long as the platform has real-time video capability and the candidate/employee can be seen by the provider during the examination or screening. Assuming telehealth, web-based platforms, or similar services are used to conduct the examination or screening, ABPP and ADOC will consent to the candidate or employee being physically present at an ABPP or ADOC office during the examination.

- Do you have any more clarification surrounding what would be required in the written report?

The requirements for written reports are included in the RFP. Once a vendor is awarded a contract, ABPP, ADOC, and the vendor can discuss specifics of reports if needed.

- Is this for a new position or would it be for replacing an incumbent?

Services provided through a contract awarded from this RFP would be for both applicants and newly hired ABPP and ADOC employees and also for current agency employees who need to be screened for fitness for duty, return to duty, and wellness assessments to determine their stability and suitability to continue employment with ABPP or ADOC in their assigned capacity.

To be clear, a contract awarded from this RFP would not result in the provider becoming an employee of ABPP or ADOC. Rather, the provider would be a professional services contract provider with both agencies. Neither ABPP nor ADOC have a current professional services contract in place for these services.

- Are there any budget parameters that we should work off of in terms of an hourly rate range?

There is no set budget for these services. In the event the RFP is awarded to a vendor, contract negotiations will begin which may include negotiation of hourly rates provided in an RFP.

- How many positions are you looking for?

There is no set amount of contract service providers needed. The maximum number of evaluations per agency, per calendar year is 250. As such, the successful vendor will need to maintain adequate staff to provide for this amount of work. There is no minimum amount of work guaranteed.

- How many candidates are you looking for us to submit?

There is no set amount of candidates needed. Rather, the successful vendor will need to maintain adequate staff to provide for the maximum amount of evaluations, which is 250 per year, per agency.

- Do you have more specific details regarding the amount of hours/ days needed per week?

The successful vendor will be responsible for determining how much time is necessary to perform the evaluations and screenings. The amount of evaluations and screenings needed by each agency will vary depending on how many new hires have been made and how many existing employees may be in need of evaluations. Per the RFP, a verbal summary report will be required within 72 hours of the interview and a full written report within 10 calendar days of the interview.